

Form # _____

EQUIPMENT INVENTORY MODIFICATION REQUEST

Instructions: Complete this form, sign and submit it to Equipment Management. Please use the Excess & Surplus Property Disposal Form to report inventorial equipment that is to be picked up by Central Stores (for sale or disposal).

Department:	Inventorial Custody Code:
Contact:	Phone:

Type of Transaction (check only one)

<input type="checkbox"/> Interdepartmental Transfer	<input type="checkbox"/> Lost	<input type="checkbox"/> Fabrication
<input type="checkbox"/> Destroyed/Cannibalized	<input type="checkbox"/> Off-Campus use	<input type="checkbox"/> Other (explain in Remarks)

Remarks

--

Equipment Identification

Property #	Description	Acquisition Value

Department Fabrication (fill in the following as well as the Equipment Identification above for any inventorial components)

Labor Costs \$:	Materials & Supplies \$:
Equipment Components \$:	TOTAL Cost of Fabrication \$:

Loaned/Borrowed (fill in the following as well as the Equipment Identification above)

Name of Borrower:	Address:
Name of Lender:	Address:
Period of Loan: From:	To:

Transfer (fill in the following, Equipment Identification above, and include approvals from both departments)

Custodial Department Name	Campus	Inventorial Custodial Code
From:		
To:		

Approvals

For Department(s):		Equipment Management/Business Services (over \$100K):	
Name	Date	Name	Date
Name	Date	Name	Date